

FORMS STANDARDS

22 FORMS STANDARDS	1
22.1 Forms Standards Overview	1
22.1.1 Forms Standards Policies	1
22.1.2 Forms Procedures	3

22 FORMS STANDARDS

22.1 Forms Standards Overview

The use of forms is central to many of the functions of OSRAP. There are currently many accounting forms designed by OSRAP and authorized for use by state agencies. These forms are sold through Forms Management.

In an effort to become more efficient and to better utilize the capabilities of computers and printers, many state agencies are interested in generating original ISIS forms themselves. This policy identifies the requirements state agencies must meet to generate acceptable original ISIS forms.

22.1.1 Forms Standards Policies

The following policies apply to forms standards in ISIS:

- OSRAP reviews and approves or disapproves the use of agency-generated ISIS forms.
- OSRAP may decide that certain forms will not be agency-generated. If this occurs, OSRAP will notify the agencies as they request approval to generate these forms.
- OSRAP processes authorized agency-generated forms. Unauthorized forms are not processed and returned to the originating agency.
- Agency-generated forms must meet the following design requirements:
 - Forms must be generated to look as much like the actual OSRAP form as possible.
 - Forms must be positioned on the paper as much like the actual OSRAP forms, as possible.
 - Forms must include all information asked for on the actual OSRAP form. Any exclusions or additions must be specifically authorized in writing by OSRAP.
 - Agencies must identify the form as "agency-generated" by a code in parentheses in the upper left corner of the form following the OSRAP form number. The code must consist of the standard three-digit agency followed by a three-letter abbreviation of the department name. Creation or revision date must be included on the form.

FORMS STANDARDS

For example: An OSRAP-5 FORM, generated by the Office of Family Support (Agency #355), Department of Health and Hospitals, would appear on an agency-generated form as OSRAP-5 (355-DHH), (9/95).

- Agencies must print the original copies of all agency-generated forms on white paper of reasonable weight, unless otherwise approved by OSRAP.
- The agency must keep at least one copy of each agency-generated form. The agency must provide a copy to another agency if the form requires that agency's action for coding or approval. The acceptable alternatives for creating copies are:
 - Print out two sets of the form each time. Print both sets on white paper; however, mark "copy" on the set that is intended to be a copy.
 - Print out one set of the form on white paper as the original. Photocopy the form on colored paper for use as a copy.
 - Print out one set of the form on white paper as the original. Photocopy the form on white paper. Mark "copy" on the photocopy set.
 - Generate the form on multiple-part NCR (carbonless) paper. Print copies on different colored paper (not white) so they can be distinguished easily from the original.
 - Print out two sets of the form each time. Print one set (the original) on white paper and the second set on colored paper for use as a copy.
- The use of an agency-generated form must comply in all respects with OSRAP policies and procedures concerning its content and processing, including the following:
 - Print agency-generated forms in such a way that all information is neat and readable. Poorly printed forms are returned to the agency.
 - Make no changes to the format of an agency-generated form without prior written approval from OSRAP.
- All agencies are responsible for ensuring that sufficient supplies of applicable ISIS forms are maintained at each user location.

22.1.2 Forms Procedures

Responsibility	Action
Agency	<p>Provides the OSRAP Forms Coordinator with the following information:</p> <ul style="list-style-type: none">· The form to be generated· The volume of forms to be generated· The reason(s) for generating the form.
OSRAP Forms Coordinator	<p>Discusses with the agency their reasons for wanting to generate ISIS forms rather than purchase them. Considers the following:</p> <ul style="list-style-type: none">· Modification - Can the existing ISIS form be modified in any way to make its use acceptable to the agency. This would include making a single form available in the continuous style or vice versa.· Volume - Is the proposed volume sufficient to warrant the agency creating their own form. A low-volume form generated by an agency does not contribute to the efficiency of the State as a whole because of the coordination and maintenance effort needed between OSRAP and the agency. <p>Notifies the agency, in writing, if the request is approved or denied. If approved, the agency may proceed with the design of their form.</p>
Agency	<p>Submits the nearly final version of the agency-generated form to the OSRAP Forms Coordinator for review. Indicates on what date the agency will begin using the form in place of the actual ISIS form.</p>
OSRAP Forms Coordinator	<p>Reviews the agency's proposed form for compliance with the forms standards requirements. If the form is acceptable, authorizes the agency, in writing, to begin using it on a specified effective date. Notifies the appropriate OSRAP staff of the authorization and effective date.</p>
OSRAP/STO	<p>Accepts for data processing into ISIS, only an approved ISIS form. If there is any doubt whether a form is an original or a copy, returns it to the agency for an explanation.</p>

FORMS STANDARDS

OSRAP Forms

Coordinator

Maintains records of all approvals and other communication concerning agency-generated forms. Maintains a file containing the most recent version of each agency-generated form.

When an existing ISIS form requires a change, sends written notification of the changes to all agencies that generate the form. If possible, provides a copy of the revised form as an example. Indicate a date the agency must begin generating the revised form. The same procedures for review and approval are followed as for a new form.

Agency

When notified of changes needed on an agency-generated form, follows the same procedures for review and approval as for a new form. Ensures the revised form is put into use by the date required by OSRAP.

OSRAP/STO

If completed agency-generated form submitted for data processing into ISIS has not received authorization from the OSRAP Forms Coordinator, returns the form to the agency and informs the OSRAP Forms Coordinator.

***AUTOMATIC DOCUMENT NUMBERING SET-UP REQUEST FORM
FORM ADNT***

TRANSACTION CODE __ __ __ __ (4)
AGENCY CODE __ __ __ __ (4)
DOCUMENT NUMBER PREFIX __ __ __ __ __ __ __ __ __ __ (10)
LAST DOCUMENT NUMBER USED __ __ __ __ __ __ __ __ __ __ __ __ (12)
DATE LAST NUMBER USED __ __ __ __ __ __ (6)
TIME LAST NUMBER USED __ __ __ __ __ __ (6)

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

**BALANCE SHEET ACCOUNT SET-UP REQUEST FORM
FORM BACC**

FISCAL YEAR ____ (2)	B/SHEET ACCOUNT ____ (4)	B/SHEET CLASS ____ (3)	B/SHEET CATEGORY ____ (2)	B/SHEET GROUP ____ (2)
BALANCE SHEET ACCOUNT NAME _____ _____ (30)				
SHORT NAME _____ (12)				
ACCOUNT TYPE ____ (2)	CASH ____ (1)	REPORTING CATEGORY ____ (1)		

SWEEP INVESTMENT ____ (1)
FUND BALANCE SHEET ACCOUNT INDICATOR ____ (1)
CONTRACT INDICATOR ____ (1)
EXPENSE OBJECT ____ (4)
REVENUE SOURCE ____ (4)
ADMINISTRATIVE FUND ____ (3)

NEW BALANCE SHEET ACCOUNT	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

**FUND/AGENCY SET-UP REQUEST FORM
FORM FAGY**

FISCAL YEAR ____ (2)	FUND ____ (3)	AGENCY ____ (3)	PLAN FREQUENCY ____ (1)
JOB/PROJECT PRECEDENCE ____ (1)			
REPORTING CATEGORY REQUIRED ____ (1)			

ORGANIZATION OPTIONS	ACTIVITY OPTIONS	FEDERAL AID OPTIONS
APPROPRIATION ____ (1)	EXPENSE BUDGET ACTIVITY OPTION ____ (1)	FEDERAL AID INDICATOR ____ (1)
ALLOTMENT ____ (1)	REVENUE BUDGET ACTIVITY OPTION ____ (1)	ORGANIZATION ____ (1)
EXPENSE BUDGET ORGANIZATION ____ (1)		OBJECT CLASS ____ (1)
REVENUE BUDGET ORGANIZATION ____ (1)		ACTIVITY ____ (1)
		REVENUE CLASS ____ (1)

NEW FUND/AGENCY	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

***CONTINUING ORGANIZATION SET-UP REQUEST FORM
FORM ORG3***

FISCAL YEAR __ __ ⁽²⁾	AGENCY __ __ __ ⁽³⁾	ORGANIZATION __ __ __ __ ⁽⁴⁾
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APPROPRIATION __ __ __ ⁽³⁾	REPORTING CATEGORY __ __ __ __ ⁽⁴⁾
CASH ACCOUNT __ __ __ __ ⁽⁴⁾	ORIGINAL FUND __ __ __ ⁽³⁾
RESPONSIBLE AGENCY __ __ __ ⁽³⁾	ORGANIZATION TYPE __ ⁽¹⁾
LOUISIANA ORGANIZATION __ __ __ __ __ ⁽⁵⁾	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

ORGANIZATION SET-UP REQUEST FORM (FORM ORGN)

FISCAL YEAR ____ (2)	AGENCY NO ____ (3)	ORGANIZATION ____ (3)
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ORG NAME	_____ _____ _____ (30)
ORGANIZATION MANAGER	_____ _____ (12)

FUND ____ (3)	BUYER ____ (2)	INVENTORY INDICATOR ____ (1)
LEVEL INDICATOR ____ (2)	STATUS ____ (1)	ACTIVITY ____ (4)
APPROVAL ____ (1)		

JOB NO. SPENDING ____ (1)	JOB NO. REVENUE ____ (1)	SUB ORG SPENDING ____ (1)
APPR ORG LEVEL 1 ____ (2)	ALLOT ORG LEVEL 1 ____ (2)	EXP BUDG ORG LEVEL ____ (2)

BUDGETING ORGANIZATION LEVELS

APPR ORG LEVEL 1 ____ (2)	ALLOT ORG LEVEL 1 ____ (2)	EXP BUDG ORG LEVEL ____ (2)	REV BUDG ORG LEVEL ____ (2)
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REPORTING ORGANIZATIONS

ORG 1 ____	ORG 2 ____	ORG 3 ____	ORG 4 ____
ORG 5 ____	ORG 6 ____	ORG 7 ____	ORG 8 ____
ORG 9 ____	ORG 10 ____	ORG 11 ____	ORG 12 ____

**CONTINUING ORGANIZATION SET-UP REQUEST FORM
FORM ORG3**

FISCAL YEAR __ __ ⁽²⁾	AGENCY __ __ __ ⁽³⁾	ORGANIZATION __ __ __ __ ⁽⁴⁾
---------------------------------------------	------------------------------------------	---------------------------------------------------

APPROPRIATION __ __ __ ⁽³⁾	REPORTING CATEGORY __ __ __ __ ⁽⁴⁾
CASH ACCOUNT __ __ __ __ ⁽⁴⁾	ORIGINAL FUND __ __ __ ⁽³⁾
RESPONSIBLE AGENCY __ __ __ ⁽³⁾	ORGANIZATION TYPE __ ⁽¹⁾
LOUISIANA ORGANIZATION __ __ __ __ __ ⁽⁵⁾	

NEW ORGANIZATION	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

AGENCY SET-UP REQUEST FORM
FORM AGCY

FISCAL YEAR ____ (2)	AGENCY ____ (3)
NAME _____ (30)	
SHORT NAME _____ (12)	
AGENCY MANAGER _____ (30)	

APPROVAL ____ (1)	BUDGET PHASE ____ (1)	REPORTING CATEGORY SPENDING ____ (1)	REPORTING CATEGORY REVENUE ____ (1)
GROUP ____ (4)	TYPE ____ (4)	CATEGORY ____ (4)	CLASS ____ (4)
CHECK CATEGORY ____ (4)			

NEW AGENCY	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

***BANK ACCOUNT SET-UP/CHANGE REQUEST FORM
FORM BANK***

FISCAL YEAR ____ (2)	BANK ACCOUNT CODE ____ (2)	CASH ACCOUNT ____ (4)
BANK NUMBER ____ (9)		
BANK ACCOUNT NUMBER ____ (15)		

BANK NAME ____ (30)
SHORT NAME ____ (12)

NEW BANK ACCOUNT	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

**FUND SET-UP REQUEST FORM
FORM FUND**

FISCAL YEAR ____ (2)	FUND ____ (3)	BANK ACCOUNT CODE ____ (2)
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FUND CLASS ____ (3)	CATEGORY ____ (2)	TYPE ____ (1)	GROUP ____ (1)
NAME _____ (30)			
SHORT NAME _____ (12)			
STATE/BOND ____ (1)			

CONTROL OPTIONS

EXP BUD ____ (1)	REV BUD ____ (1)	ACC BAL ____ (1)	FUND BAL ____ (1)
APPR ____ (1)	ALLT FRQ ____ (2)	ALLOT ____ (1)	MEM DEPR ____ (4)
SWEEP ____ (1)	CASH ED ____ (1)	CASH EDIT POOL FUND ____	

ORDER TO PYMT TOL AMT (%) _____ (14)	TOLERANCE FLAG ____ (1)
NEGATIVE EQUITY INDICATOR ____ (1)	

SUMMARIZE BUDGET OPTIONS FOR:					
ORG ____ (1)	ACT ____ (1)	APPR ____ (1)	CLASS ____ (1)	CAT ____ (1)	TYPE ____ (1)
SUMMARIZE REVENUE OPTIONS FOR:					
ORG ____ (1)	ACT ____ (1)		CLASS ____ (1)	CAT ____ (1)	TYPE ____ (1)

NEW FUND	
CHANGE	

PREPARED BY/DATE _____ **APPROVED BY/DATE** _____

EXPENDITURE OBJECT SET-UP REQUEST FORM
FORM OBJT

FISCAL YEAR __ __ (2)
OBJECT __ __ __ (4)
OBJECT CLASS __ __ __ (3)
OBJECT CATEGORY __ __ (2)
OBJECT TYPE __ __ (2)
OBJECT GROUP __ __ (2)
OBJECT NAME _____ (30)
SHORT NAME _____ (12)
ELIGIBILITY INDICATOR __ (1)
OPERATING/NONOPERATING __ (1)
PAYROLL SYSTEM INDICATOR __ (1)

NEW EXPENDITURE OBJECT	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

ORGANIZATION SET-UP REQUEST FORM
FORM ORGN

FISCAL YEAR ____ (2)	AGENCY NO ____ (3)	ORGANIZATION ____ (3)
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ORG NAME	_____ (30)
ORGANIZATION MANAGER	_____ (12)

FUND ____ (3)	BUYER ____ (2)	INVENTORY INDICATOR ____ (1)
LEVEL INDICATOR ____ (2)	STATUS ____ (1)	ACTIVITY ____ (4)
APPROVAL ____ (1)		

JOB NO. SPENDING ____ (1)	JOB NO. REVENUE ____ (1)	SUB ORG SPENDING ____ (1)
APPR ORG LEVEL 1 ____ (2)	ALLOT ORG LEVEL 1 ____ (2)	EXP BUDG ORG LEVEL ____ (2)

BUDGETING ORGANIZATION LEVELS

APPR ORG LEVEL 1 ____ (2)	ALLOT ORG LEVEL 1 ____ (2)	EXP BUDG ORG LEVEL ____ (2)	REV BUDG ORG LEVEL ____ (2)
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REPORTING ORGANIZATIONS

ORG 1 ____	ORG 2 ____	ORG 3 ____	ORG 4 ____
ORG 5 ____	ORG 6 ____	ORG 7 ____	ORG 8 ____
ORG 9 ____	ORG 10 ____	ORG 11 ____	ORG 12 ____

**PROJECT STATUS/PROJECT PHASE SET-UP REQUEST FORM
ADDITIONS/MODIFICATIONS
FORM PRPH/PRST**

PROJECT PHASE __ (1)
PHASE DESCRIPTION ----- (30)
SHORT NAME _____ (12)
CONSTRUCTION INDICATOR __ (1)
PROJECT STATUS CODE __ (1)
STATUS DESCRIPTION ----- (30)
SHORT NAME _____ (12)

NEW PROJECT/PHASE	
CHANGE	
NEW STATUS	
CHANGE	

PREPARED BY _____
DATE _____

APPROVED BY _____
DATE _____

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